CLEAR AND CORRECT ADDRESSING SPEEDS THE MAIL

The Post Office handles over 9,000,000,000 letters and parcels every year. Unless they are addressed properly they cannot all be delivered quickly. Each part of a correct *postal* address is necessary at some stage in the handling of correspondence. If any part of the address is incorrect, badly written, or omitted, delay will result. Please make sure YOUR correspondence is clearly and correctly addressed.

HOW TO AVOID DELAY TO YOUR MAIL

1. Write or print the correct postal address very clearly on the envelope or parcel cover.

2. Print the name of the POST TOWN in block letters so that the sorter can read it quickly and accurately and the mail can be sent to the post town without delay. (The post town is the town disposing of correspondence for a particular district. It may be some miles from the place of destination, it may even be in a neighbouring county, *but it must appear in the address.*)

3. Leave at least 1½ inches space above the address.

4. Put the postage stamp in the top right hand corner of the envelope.

5. Keep matter which has nothing to do with the address, such as reference numbers or advertisement, well away on the left hand side.

6. Use house numbers, not names, whenever possible.

7. For parcels, see that the address is on the actual cover. Do not rely only on a tie-on label and see that stick-on labels are stuck on securely.

8. Do not use " Local " or " By " or " Near " in the address.

9. Do not use initials for places, such as " N.B. " for Scotland, or " N.Z." (which may be mistaken for London, N.2.) for New Zealand ; and do not use " North Wales " or " South Wales " (or " N.W." or " S.W." for these areas).

10. Write the county name in full unless it is one that has a recognised abbreviation, for example " Middx." for Middlesex. You can find out what these are at any post office.

11. *Please show your full and correct postal address at the top of your notepaper and in advertisements.* If you are in any doubt about it, the local post office will gladly help you.

HOW TO WRITE THE ADDRESS

UNITED KINGDOM

For delivery in the United Kingdom the address should contain—

1. the name of the addressee ;

2. the number of the house, flat, etc., and the name of the street or road ;

3. in some cases, the name of the village, district, etc. ;

4. the name of the POST TOWN (in block letters), sometimes followed by district numbers or initials and numbers ;

5. the name of the county in which the post town is situated except for addresses in London and certain other places.

Example—

1. Mr. A. Bell,
2. 25, High Street,
3. Shere,
4. GUILDFORD,
5. Surrey.

London

London has many postal delivery areas, each with district initials and a number which must be shown in the address.

Example—

Mr. A. Smith,
14, Manchester Road,
LONDON, S.W.2.

Letters and parcels posted in London, for delivery there, need not have "London" in the address but they must have the initials and number of the district.

Birmingham, Bradford, Brighton and Hove, Bristol, Edinburgh, Glasgow, Leeds, Liverpool, Manchester and Salford, Newcastle-on-Tyne and Gateshead, Sheffield.

All these towns have district numbers, but Glasgow like London has delivery areas with initials and numbers. The county name need not be added to the names of these places except Bradford (please use "Yorkshire" in full), Brighton, Hove, Salford and Gateshead.

Examples—

Mr. J. McKay,
7, Tottenham Street,
GLASGOW, S.W.2.

Mr. L. James,
10, Southview Road,
BRIGHTON, 3,
Sussex.

Other towns

These need the addition of the county name, unless the town gives its name to the county, for example, Nottingham. The county name may also be omitted after Belfast, Berwick-on-Tweed, Cardiff and Southampton.

IRISH REPUBLIC

Letters and parcels should have "IRISH REPUBLIC" (in block letters) after the county name in the address.

OVERSEAS

The address should be written in the same way as for the United Kingdom, the name of the province, state or department taking the place of the county name and the name of the COUNTRY being added in block letters. Many places abroad have postal district indicators and these should be included in the address.

If for any reason mail cannot be delivered, it can be returned unopened only if the sender's address is on the outside. On letters, put your address on the back of the envelope. On parcels, put it to the left of the address to which the parcel is going, and turned round at right angles to it.

You can consult publications giving correct addresses at any post office, or you can buy copies if you wish.

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